



May 14, 2014

Item No. 2

RECOMMENDATION TO AUTHORIZE THE EXERCISE OF THE TWO (2) OPTION YEAR TERMS WITH ALOHA DOCUMENT SERVICES FOR HIGH VOLUME PRINTING AND DUPLICATION SERVICES AT THE DISCRETION OF THE CHIEF EXECUTIVE OFFICER OR HIS DESIGNEE

To the Honorable Board of Commissioners:

RECOMMENDATION

It is recommended that the Board of Commissioners authorizes the Chief Executive Officer or his designee to exercise the two (2) one-year option terms reserved to the Chicago Housing Authority ("CHA") under Contract No. 11111 with Aloha Document Services, Inc. ("Aloha") for high volume print/duplication and document preparation services in an amount not-to-exceed \$245,000.00 for each of the two option year terms, each of which shall be exercisable at the discretion of the Chief Executive Officer or his designee.

The Chief Financial and Administrative Officer, the Office of the General Counsel and the Department of Procurement and Contracts have completed all necessary due diligence to support the request to approve and authorize the Chief Executive Officer or his designee to exercise the two (2) one-year option terms and recommend the approval of this item accordingly.

CORPORATE GOAL

Streamline operations to make CHA more customer-focused and efficient.

Aloha has performed according to the contract and has provided reliable and quality services to the CHA throughout the term of the agreement. The CHA is satisfied with the services provided.

FUNDING

General Fund, Fiscal Year 2014/2015

CONTRACT SUMMARY

Vendor: Aloha Document Services, Inc.
60 East Van Buren St. S -1502
Chicago, IL 60605

Contract Type: Professional Services
Base Contract Term: 6/1/12 to 5/31/14
Option Period: Two (2) one-year options
1st Option Term: 6/1/14 to 5/31/15
2nd Option Term: 6/1/15 to 5/31/16
Total Aggregate Contract Amount:

Base Contract Period: 2 Years
Base Contract Amount: \$490,000.00 (NTE)
1st Option Period Amount: \$245,000.00 (NTE)
2nd Option Period Amount: \$245,000.00 (NTE)
\$980,000.00 (NTE)

GENERAL BACKGROUND /EXPLANATION

In June 2011, the CHA issued Request for Proposal ("RFP") No. 11-00706 to solicit qualified firms to provide high volume print/duplication and document preparation services for the entire Authority. The CHA advertised the RFP in the Chicago Sun Times, El DIA, and the Chicago Defender. A solicitation notice was placed on Buy Speed and the CHA website. The CHA solicited seventy-five (75) vendors, of which seventeen (17) were minority. In total, thirty-seven (37) vendors picked up the solicitation, of which nine (9) were minority-owned, women-owned or disadvantaged business entities. The proposal due date was Monday, June 27, 2011; the CHA received four (4) written proposals. The Respondents to the RFP were: Aloha Document Services, Imaging & Printing Corporation, Godni Group d/b/a The UPS Store 5608 (UPS Store), and PrintXPress.

Aloha was determined to offer an excellent proposal that met the requirements of the RFP and was found to provide the best overall value. In April 2012, the Board of Commissioners approved a contract with Aloha for two (2) years with two (2) one (1) year options. Aloha has performed according to the contract and has provided reliable and quality services to the CHA throughout the term of the agreement.

The CEO recommends the approval to authorize the CHA's exercise of the two (2) reserved option years with Aloha for high volume print/duplication and document preparation services for the Chicago Housing Authority ("CHA") for an amount not-to-exceed \$245,000.00 for each option term, and \$490,000.00 for both option terms combined, which may be exercised at the discretion of the Chief Executive Officer or his designee.

RESOLUTION NO. 2014-CHA-42

WHEREAS, the Board of Commissioners has reviewed the Board Letter May 14, 2014 entitled "RECOMMENDATION TO AUTHORIZE THE EXERCISE OF THE TWO (2) OPTION YEAR TERMS WITH ALOHA DOCUMENT SERVICES FOR HIGH VOLUME PRINTING AND DUPLICATION SERVICES AT THE DISCRETION OF THE CHIEF EXECUTIVE OFFICER OR HIS DESIGNEE".

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT the Board of Commissioners authorizes the Chief Executive Officer or his designee to exercise the two (2) one-year option terms under Contract No. 11111 with Aloha Document Services for high volume print/duplication and document preparation services for the Chicago Housing Authority ("CHA") in an amount not-to-exceed \$245,000 for each option term, for a total additional funding amount not-to-exceed \$490,000.00 for the two (2) combined option terms, each of which may be exercised at the discretion of the Chief Executive Officer or his designee.



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